



UNITED STATES MARINE CORPS
MARINE CORPS BASE
MARINE CORPS COMBAT DEVELOPMENT COMMAND
QUANTICO, VIRGINIA 22134-5000

MCBO 5512.1A
B 011
8 Apr 96

MARINE CORPS BASE ORDER 5512.1A

From: Commanding General
To: Distribution List

Subj: NO-FEE PASSPORTS

Ref: (a) MCO 5512.4M

1. Purpose. To provide instructions concerning the processing of no-fee passports as outlined in the reference.

2. Cancellation. MCBO 5512.1.

3. Summary of Revision. This revision requires all active duty personnel, regardless of grade, to show proof of citizenship.

4. Information

a. The Military Personnel Branch, Manpower Division, is designated as the Passport Assistance Area (PAA) and is responsible for assisting those Marines, civilians, and authorized dependents traveling on official travel orders in acquiring no-fee passports.

b. Three passport agents in the Military Personnel Branch are appointed by the Department of State and are authorized to accept passport applications and administer oaths to personnel. Information regarding tourist passport applications can also be provided by the agents; however, they are not authorized to process tourist passports.

c. Passport photographs will be provided by the Photographic Officer, Bldg. 2009, prior to applying for passports, and will be in strict compliance with the reference.

d. All forms required by the reference are available from the passport agent.

5. Action

a. Personnel in receipt of official travel orders requiring the issuance of no-fee passports must contact the passport agent, Military Personnel Branch, Little Hall for an appointment. All dependents 13 years of age or older are required to report in

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person for the scheduled appointment. During the appointment, applicants are responsible for providing the documents listed below:

(1) Proof of citizenship (original state certified copy of the original birth certificate, or a passport previously issued on the basis of acceptable citizenship evidence, or original naturalization papers) must be submitted with each application and will be returned with the completed passport to the applicant. The birth certificate must show the date it was filed and have a raised seal from the office of record affixed thereto. All active duty personnel, resardless of sgrade, must show proof of citizenship.

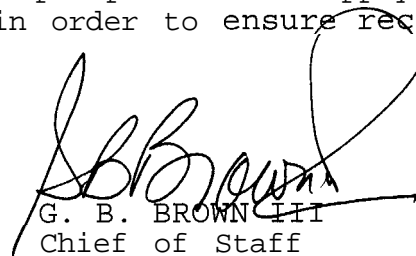
(2) Two passport photographs. Applicants will be notified if additional photographs are required.

(3) One copy of official travel orders indicating that a passport is required.

(4) A completed passport application for each individual. These may be obtained from the passport agent prior to scheduled appointments.

(5) A form of identification with an attached photograph, e.g., drivers license, military ID card, etc.

b. Personnel requiring no-fee passports will apply not later than 90 days prior to detachment in order to ensure receipt of passports by the required date.



G. B. BROWN III
Chief of Staff

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